



---

## Government Services

### Regional Program Coordinator

Perot Systems Government Services ([www.perotsystems.com/government/](http://www.perotsystems.com/government/)) a contractor to the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center (Center) in historic Charleston, SC, seeks a unique individual to serve as the Charleston-based coordinator for the Center's Regional Program. The Center is committed to developing a nation-wide network of regional centers that help to create an informed and inspired coastal community that has a comprehensive understanding of coastal and ocean resource management issues, uses best thinking and practices, and makes the best social, economic and environmental decisions through the sharing of resources. For more information on the Center, visit the Web site at <http://www.csc.noaa.gov/>.

Core responsibilities include:

- Efficiently moving and tracking information about Center regional personnel and efforts among Center managers and staff in Charleston, the Hawaii-based Center regional manager, and other Center regional staff around the country. This includes bridging the gaps that may occur from being a new and decentralized program within the Center with an off-site regional manager and multiple non-contiguous sites.
- Coordinating activities and developing agendas for regional meetings, conference calls, and gatherings of opportunity.
- Facilitating regional staff with involvement in the Center's annual project planning process from remote locations, and establishing and executing strategies for planning, coordination, and communication efforts to create a seamless flow of information and decisions among regional and Charleston staff and managers.
- Developing and implementing, in conjunction with the regional manager, procedures for providing new policy or policy changes to off-site remote personnel that minimizes customer disruption for program's products and services.
- Assisting with other project-oriented regional activities to enable the smooth functioning of the regional programs including, but not limited to, background work for preparation of grants and contracts, interagency agreements, memoranda of agreement/understanding for collaborative efforts with other federal and state agencies, and other similar documents for projects, program operations, and logistics support.
- Assisting the regional manager with the development of, and recommendations, and coordination for plans, budgets, tasks, schedules, reporting schemes, and measures of success that support regional operations, policy, program, project, and partner requirements.
- Identifying liaison and relationship building opportunities, in coordination with the regional manager, with other NOS and NOAA regional interests. This activity includes monitoring NOAA regionalization efforts, Ocean Action Plan implementation, ecosystem approaches to management and integrated ocean observing activities.
- Assisting the regional manager with the development of a strategy that creates a cohesive bond and communication flow among regionally-deployed and off-site staff.

#### Qualifications

The position requires independent work and initiative. Knowledge of coastal and marine programs within NOAA is preferred, and familiarity with ocean observing efforts at the national and/or regional levels is a plus. Bachelor's degree plus a minimum of five years of experience in physical or social science field,

particularly marine science or coastal management, or Master's degree plus a minimum of two years of experience in the same. The successful candidate must demonstrate strong communication and organizational skills, excellent interpersonal skills, and knowledge of NOAA and its partners in the regions or at least a demonstrated ability to get up to speed quickly in a new area. The candidate should be detail-oriented, have or be able to demonstrate how to build a level of trust with Center management and staff, and be able to coordinate projects and efforts without being in control of them. The candidate must also have the ability to work without direct, day to day supervision, but be able to show and communicate progress to the off site federal project lead. The candidate should be aware of and able to employ strategies to build partnerships between the Coastal Services Center, the NOAA National Ocean Service, and CSC's constituents and partners in the regions. This position will require travel to the regional offices throughout the year, and must be able to effectively work and schedule activities with staff and partners in time zones that differ substantially from the Charleston work day.

**To Apply:** Online at [careers.psgs.com](https://careers.psgs.com)